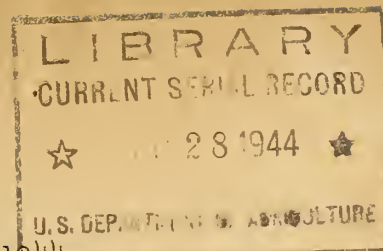


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WAR FOOD ADMINISTRATION
Office of Distribution

March 13, 1944

FINANCE LETTER NO. 1
(Procedural Classification 551.1)

To: Washington Finance Division and Chiefs, Regional Fiscal Divisions

From: E. G. Benser, Chief Fiscal Officer

Subject: Procedure for Requesting Certified True Copies of Bills of Lading

Finance and Accounts Division Memorandum No. B-48, dated February 8, 1944, provides that requests for copies of Government Bills of Lading to be used in auditing commodity vouchers or for other purposes will be submitted by the Regional Fiscal Divisions to the Chief, Washington Operations, Finance and Accounts Division, Washington, D. C. This procedure is impracticable and is hereby revoked.

Vendors to the Office of Distribution are under instructions by Form FDA-324, Information for Vendors, that, whenever a Government Bill of Lading is issued in connection with a particular transaction, a copy of such bill of lading shall be submitted with the commodity purchase voucher. Procedure covering the issuance of a Government Bill of Lading for a commodity shipment provides the vendor with a copy to submit with the commodity voucher. The copy of the bill of lading that becomes available to the Finance Division in Washington would be of no immediate value to your office in cases of this type due to the fact that the document is not received for a considerable period after date of shipment.

Accordingly, in lieu of the procedure outlined in Finance and Accounts Division Memorandum No. B-48, each Regional Fiscal Division receiving for audit and payment a commodity purchase voucher without supporting copy of Government Bill of Lading shall, when such bill of lading has been issued and is essential to the audit, negotiate with the vendor for the missing document.

